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*DDP/RMS*

DDP/RMS-70/08  
15 January 1970

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report - Records Purge

1. The Clandestine Service is continuing its efforts to reduce the volume of records holdings in the Agency Records Center. Attachments A and B note the results of these efforts and show that during the reporting period, a total of 562 feet of records was reviewed leading to the destruction of 440 feet. In this reduction effort, the Records Management Staff recently requested the CS components affected by the non-indexed document review to renew their efforts in order that the task be completed in the very near future.

2. The CS Working Group engaged in the study of the application of microfiche to records holdings, reported its findings and recommendations and gave an equipment demonstration to the Clandestine Service Records Committee (CSRC) chaired by the DDP. After a second meeting on the subject, the CSRC approved two microfiche pilot projects -- one for Headquarters and one for the field.

3. The Headquarters pilot will concentrate on 201 files and will affect only a few CS components during the trial period. It is expected that the 201 filming, a compromise between active and inactive records, will afford the opportunity to gain considerable experience in micro-miniaturization. During the running of the Headquarters pilot, the application of microfiche to retired records will also be studied.

4. The field pilot which will concentrate on inactive files at the outset, should give considerable experience in the direction of determining the impact of this type of records reduction on field records. It is hoped that the experience and knowledge to be gained from both pilots will enable the CS to make large strides towards the solution of the records storage problems with which it is faced.

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Chief, DDP/Records Management Staff

Attachments:

- A - CS Records Purge Activity
- B - Non-Indexed Document Review

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downgrading and  
declassification